

**AGENDA
SPECIAL CITY COUNCIL MEETING
CITY OF EAST GRAND FORKS
MAY 28, 2013
5:00 P.M.**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

CONSENT AGENDA:

Items under the “Consent Agenda” will be adopted with one motion; however, council members may request individual items to be pulled from the consent agenda for discussion and action if they choose.

1. Consider approving the following “On Sale Weekday & Sunday” Liquor License Applicant Renewals:
 - a. Liberty Lanes located at 1500 5th Ave NE, East Grand Forks, MN 56721.
 - b. Whitey’s located at 121 Demers Ave, East Grand Forks, MN 56721.

ADJOURN:



Minnesota Department of Public Safety

Alcohol and Gambling Enforcement

444 Cedar Street, Suite 222

St. Paul, MN 55101

651-201-7507 • TTY 651-282-6555 • Fax 651-297-5259



RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES

No license will be approved or released until the \$20 Retailer ID Card fee is received by MN Liquor Control • (3.2% Licenses exempt)

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. **City Clerk/County Auditor are also required by M.S. 340A.404 S. 3 to report any license cancellation.**

License Code DNSS License Period Ending 6/30/2013 ID# 2257
City/County where license approved. East Grand Fks

Licensee Name Liberty Lounge Inc.

Trade Name Liberty Lanes

Licensed Location address 1500 5th Ave NE/PO Box 356

City, State, Zip Code East Grand Fks, MN 56721

Business Phone 218/773-3477

LICENSE FEES: Off Sale \$ 0.00 On Sale \$ 3800.00 Sunday \$ 200.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

Applicant's signature on this renewal confirms the following: Failure to report any of the following will result in fines.

1. Licensee confirms it has no interest whatsoever, directly or indirectly in any other liquor establishments in Minnesota. If so, give details on back of this application.
2. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
3. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance will be kept in effect during the license period.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$100,000 surety bond may be submitted in lieu of liquor liability. (3.2% liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

Licensee Signature *Patricia Duhon* DOB [REDACTED] SS# [REDACTED] Date 5-10-13
(Signature certifies all above information to be correct and license has been approved by city/county.)

City Clerk/County Auditor Signature _____ Date _____
(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

County Attorney Signature _____ Date _____
County Board issued licenses only (Signature certifies licensee is eligible for license).

Police/Sheriff Signature _____ Date _____
(Signature certifies licensee or associates have not been cited during the past five years for any state/local liquor law violations (criminal/civil). Report violations on back, then sign here.)

PS 9093-10



Minnesota Department of Public Safety

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Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S. 3 to report any license cancellation.

License Code ONSS License Period Ending 6/30/2013 ID# 35165
City/County where license approved. East Grand Fks

Licensee Name Timothy Bjerk Inc.

Trade Name Whitey's

Licensed Location address 121 DeMers Ave

City, State, Zip Code East Grand Fks, MN 56721

Business Phone 218/773-1831

LICENSE FEES: Off Sale \$ 0.00 On Sale \$ 3800.00 Sunday \$ 200.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

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2. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
3. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance will be kept in effect during the license period.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$100,000 surety bond may be submitted in lieu of liquor liability. (3.2% liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

Licensee Signature Tim Bjerk DOB [redacted] SS# [redacted] Date 5-24-13
(Signature certifies all above information to be correct and license has been approved by city/county.)

City Clerk/County Auditor Signature Date
(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

County Attorney Signature Date

County Board issued licenses only (Signature certifies licensee is eligible for license).

Police/Sheriff Signature Date
(Signature certifies licensee or associates have not been cited during the past five years for any state/local liquor law violations (criminal/civil). Report violations on back, then sign here.

PS 9093-10

**AGENDA
OF THE CITY
COUNCIL WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, MAY 21, 2013 - 5:00 P.M.**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

- 1. Police Bike Patrol – Mike Hedlund**
- 2. Police Department Hiring Request – Mike Hedlund**
- 3. Remote Control Flight Field – Dave Aker**
- 4. Cemetery Rate Changes – Dave Aker**
- 5. Clarification of Workers in Park & Recreation Dept – Dave Aker**
- 6. 2012 Aid to Firefighter Grant – Gary Larson**
- 7. Northland Community College Special Event – Ron Galstad**
- 8. Replat of Greenway Crossing First Addition – Jim Richter**

ADJOURN:

Upcoming Meetings

Regular Council Meeting – June 4, 2013 – 5:00 PM – Council Chambers
Work Session – June 11, 2013 – 5:00 PM – Training Room
Regular Council Meeting – June 18, 2013 – 5:00 PM – Council Chambers
Work Session – June 25, 2013 – 5:00 PM – Training Room
Regular Council Meeting – July 2, 2013 – 5:00 PM – Council Chambers
Work Session – July 9, 2013 – 5:00 PM – Training Room

Request for Council Action

Date: May 21, 2013

To: East Grand Forks City Council, Mayor Lynn Stauss, Interim City Administrator Karl Lindquist, President Craig Buckalew, Council Vice President Greg Leigh, Council Members: Henry Tweten, Ron Vonasek, Mark Olstad, Clarence Vetter and Chad Grassel.

Cc: File

From: Michael S. Hedlund – Chief of Police

RE: Police Officer Hiring Request – Request to Start a New Hiring Register

Background: The East Grand Forks Police Department (EGFPD) will be one officer below our authorized and budgeted strength following the resignation of an officer effective June 3, 2013. We are in the process of completing a background investigation on the last of the applicants that were approved by civil service for our current register and we would anticipate hiring this subject pending a positive outcome of the background.

Because this was the last subject that was approved by civil service we are also requesting to start a new process so that we could establish a new hiring register.

Recommendations: That the East Grand Forks City Council approve the hiring of a police officer from the hiring register that is currently in place for the EGFPD and also approve the start of a new hiring register.

Enclosures: None

Request for Council Action

Date: May 21, 2013

To: East Grand Forks City Council, Mayor Lynn Stauss, President Craig Buckalew, Council Vice President Greg Leigh, Council Members: Chad Grassel, Mark Olstad, Henry Tweten, Clarence Vetter, and Ron Vonasek

Cc: File

From: Dave Aker

RE: RC Flight Field

Background:

I am asking for permission for East Grand Forks to start a RC (remote control) Flight Field in the Greenway between Porta Mix and the Water Treatment plant ponds on the wet side of the dike. Tom Stennes and Mike Yanish have been to a Water and Light board meeting and they told them OK to start a field. The Water and Light Board made a motion for the consultant to find the money to take down the high lines that are there. They will keep the property clean, the grass mowed and maintain the area. The field will be used by RC pilots that have bought a license and belong to the club.

Recommendation: My recommendation is to OK the RC Flight Field and they will use the next year to see where the buried lines are and survey the field.

Enclosures: Tom Stennes and Mike Yanish will talk about the RC Flight Field.

Request for Council Action

Date: 5/21/13

To: East Grand Forks City Council Mayor Lynn Stauss, President Craig Buckalew, Council Vice President Greg Leigh, Council Members: Clarence Vetter, Ron Vonasek, Henry Tweten, Mark Olstad, and Chad Grassel

Cc: File

From: Dave Aker

RE: Changes and additions to Cemetery Rates

Consider approving the request to approve additions and changes to the list of lot prices and cemetery charges.

The Cemetery Commission would like to add the second right lot price, second right interment, and the prices of niches.

The Cemetery Commission would like to change the price of winter interments. They recommend taking away the \$250.00 deposit and only charge the \$1000.00 for winter interment.

Included is the list with the changes already made.

Resurrection Cemetery – East Grand Forks, MN

LOTS PRICES AND CEMETERY CHARGES

The following price charges are hereby established.

Burial plot:	\$500.00
Upright lot:	\$1000.00
2nd right lot:	50% of ground level lot
Crem/Infant lot:	\$250.00
Welfare lot:	\$450.00
Interments:	\$600.00
Second Right Inter:	\$250.00
Crem/Infant Interment:	\$250.00
Welfare Interment:	\$300.00
Winter Interment:	\$1000.00
Winter Crem/Infant:	\$500.00
Disinterment:	\$750.00
Niche: (Single)	\$800.00, \$900.00, \$1000.00
Niche: (Double)	\$1600.00, \$1800.00, \$2000.00
Open/Close & Marker	included
Marker Installation	
Single:	\$ 75.00
Double:	\$ 95.00
Military:	\$ 75.00
Resetting fees:	
Single:	\$ 35.00
Double:	\$ 40.00
Military:	\$ 37.50
Vases:	\$ 55.00
Vase Installation:	\$ 30.00
Winter Storage:	\$ 75.00

Request for Council Action

Date: May 21, 2013

To: East Grand Forks City Council, Mayor Lynn Stauss, President Craig Buckalew, Council Vice President Greg Leigh, Council Members: Chad Grassel, Mark Olstad, Henry Tweten, Clarence Vetter, and Ron Vonasek

Cc: File

From: Dave Aker

RE: Clarification of Workers in Park and Recreation Department

Background:

I am asking for a clarification in what was voted on during the City Council meeting on April 16, 2013. Parks and Recreation Department has organized its employees for the following positions: VFW Arena Manager and Park Foreman, two more maintenance workers and job titles.

Recommendation: My recommendation was to move Dale Gulbranson to the VFW Arena as a foreman, with an increase of pay that put him at \$53,227.41. He would be in charge of everyday things in the parks and the arena, along with the maintenance of the Senior Center. Hire two more full time maintenance workers, one to work at the Civic Center and VFW Arena during the winter months and parks for the summer months.

Enclosures: My proposal for workers at the Civic Center, VFW Arena and Parks.

Current Employees:

Civic Center:

Brian Larson: Arena Manager \$74,765.41

**Operators: Four operators (35 hours) - \$9.50 per hour
\$332.50 per operator x 4 (26 weeks)**

**Sweepers: Three sweepers (30 hours) - \$7.50 per hour
\$225.00 per sweeper x 3 (24 weeks) - \$24,463.40**

**Cemetery: One person (40 hours) \$9.50 per hour
\$5,100.00 for working 16 weeks**

TOTAL COST: \$104,328.81

VFW Arena:

Garry Hadden: Arena Manager \$66,427.96

**Operators: 3 – 4 operators (35 hours) - \$9.50 per hour
\$332.50 per operator x 3 (26 weeks)**

**Sweepers: Three sweepers (30 hours) - \$7.50 per hour
\$225.00 per sweeper x 3 (24 weeks) - \$19,853.14**

TOTAL COST: \$86,281.10

Parks:

Dale Gulbranson: Park Forman \$67,015.80

Maintenance Worker: \$15.12 per hour - \$50,307.46

Part Time Workers: \$48,000.00

TOTAL COST: \$168,218.35

Blue Line Arena:

Operators: \$10,812.69

TOTAL COST: \$10,812.69

Proposed employees:

Civic Center:

Brian Larson: \$25.03/hr \$53,000.00/year \$73,733.92

Maintenance II: \$15.12/hr. \$31,449.60/year \$50,307.46

**Operators: Two operators 10 hours each - \$9.50 per hour
\$95.00 per operator x 2 (26 weeks) - \$4,940.00**

**Sweepers: Two sweepers 20 hours each - \$7.50 per hour
\$150.00 per sweeper x 2 for 24 weeks - \$7,200.00**

TOTAL COST: \$125,121.29

Proposed employees:

VFW Arena:

Dale Gulbranson: \$25.03/hr \$53,000.00/year \$73,733.92

Maintenance II: \$15.12/hr \$31,449.60/year \$50,307.46

**Operators: Two operators 10 hours each - \$9.50 per hour
\$95.00 per operator x 2 for 26 weeks - \$4,940.00**

**Sweepers: Two sweepers 15 hours each - \$7.50 per hour
\$112.50 per sweeper x 2 for 24 weeks - \$5,400.00**

TOTAL COST: \$134,381.38

Proposed employees: Park Shop

Maintenance worker: \$15.12 per hour \$31,449.60/year \$50,307.46

Part Time Workers: \$48,000.00

TOTAL COST: \$98,307.46

Proposed employee: Blue Line Arena

Operators: \$10,812.69

TOTAL COST: \$10,812.69

TOTAL COST OF CURRENT EMPLOYEES: \$369,640.95

TOTAL OF PROPOSED EMPLOYEES: \$368,622.82

DIFFERENCE: \$1,018.13

PROPOSED 2013 BUDGET: \$382,464.00

SAVINGS WITH NEW PROPOSAL: \$13,841.18

Request for Council Action

Date: 5-20-2013

To: East Grand Forks City Council, Mayor Lynn Stauss, President Craig Buckalew, Council members: Chad Grassel, Ron Vonasek, Henry Tweten, Clarence Vetter, Greg Leigh, and Mark Olstad.

Cc: File

From: Fire Chief Gary Larson

RE: 2012 Aid to Firefighter Grant

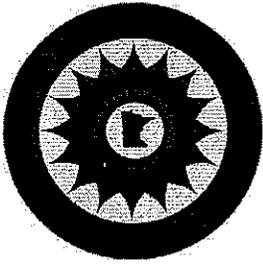
Background and supporting documentation of request: On July 7, 2012 we applied for an AFG grant to replace our Self Contained Breathing Apparatus (SCBA). The breathing apparatus that we have now is 15 plus years old and does not meet today's standards. The tanks on the SCBA have a 15 year shelf life and they have to be taken out of service. We removed 4 tanks from service this year and we have 20 tanks going out of service next year. The cost to replace the tanks is \$800 for each tank.

We received notification of the award on Friday May 17, 2013 that our grant was approved. The award we received is worth \$123,990.00. The city's share would be \$.05 on each dollar or the total amount to the city would be \$6,199. This would replace 21 SCBA's with 42 tanks and new face pieces.

Recommendation: It would be my recommendation to accept the grant and pay the city's share of the grant.

Request: To approve the grant and the city's share of the grant dollars for \$6199.

Enc.



City of East Grand Forks

600 DeMers Ave · P.O. Box 373 · East Grand Forks, MN 56721
218-773-2483 · 218-773-9728 fax www.eastgrandforks.net

APPLICATION FOR SPECIAL EVENT

License Fee: _____

Organization Information

<u>Northland Community & Technical College</u> <i>Organization Name</i>	<u>218.793.2800</u> <i>Organization Phone Number</i>
<u>2022 Central Avenue NE</u> <i>Organization Address</i>	<u>EGF MN 56721</u> <i>City State Zip</i>

Applicant Information

<u>Dan Klug</u> <i>Applicant Name</i>	<u>218.791.9579</u> <i>Applicant Phone Number</i>
<u>2022 Central Avenue NE</u> <i>Applicant Address</i>	<u>EGF MN 56721</u> <i>City State Zip</i>

Special Event Information

<u>August 29, 2013</u> <i>Date of Event</i>	<u>6:00 PM</u> <i>Start Time</i>	<u>11:00 PM</u> <i>End Time</i>
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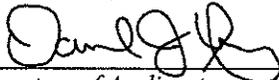
Explanation of Event
Northland on the Boardwalk is an event featuring live music with activities to be held in the parking lot of the EGF boardwalk. All five boardwalk businesses have agreed to participate. It would be desired to have them hold a beer garden on the wet side of the dike. The event would also be broadcast live on Pioneer 90.1 FM.

Route/Area of Event (include map)

It is requested that the parking lot be barricaded off to avoid traffic. We would also need power hookup for the stage as well as extra outdoor garbage collection canisters.

Special Requests (Staff, Road Closures, Etc)

I hereby certify that I have completely filled out the entire above application, together and that the application is true, correct, and accurate.


Signature of Applicant

4/1/13
Date

Daniel Klug
Print Name

Chief Development Officer
Title

Request for Council Action

Date: May 21, 2013

To: East Grand Forks City Council, Mayor Lynn Stauss, President Craig Buckalew, Council Vice President Greg Leigh, Council Members: Henry Tweten, Ron Vonasek, Mark Olstad, Chad Grassel, and Clarence Vetter.

Cc: File

From: Economic Development Housing Authority

RE: Consider a replat of dedicated park land in the Greenway Crossing First Addition to single family lots.

Enclosed is a preliminary replat of city owned "Dedicated Parkland" property in the Greenway Crossing First Addition. We were asked by council to consider this proposal to create more single family lots at this site. In order for the Planning Commission to complete the review the Council needs to agree to change the designation from Parkland to single family.

Any questions prior to the meeting please call me at 773-2371.

CITY COUNCIL APPROVAL:

I hereby certify that the within plat of "GREENWAY CROSSING FIRST RESUBDIVISION" to the City of East Grand Forks, Minnesota, was approved by Resolution of the City Council of the City of East Grand Forks, Minnesota at a regular scheduled meeting of the City Council held on the _____ day of _____, 20____.

Scott Huizenga Administrator
City of East Grand Forks, Minnesota

CITY PLANNING COMMISSION APPROVAL:

I hereby certify that the within plat of "GREENWAY CROSSING FIRST RESUBDIVISION" to the City of East Grand Forks, Minnesota, was approved by the City Planning Commission of the City of East Grand Forks, Minnesota, at a meeting of said City Planning Commission on the _____ day of _____, 20____.

City Planning Commission of the City of East Grand Forks, Minnesota
By: _____, its Secretary
Brad Bail

TAX STATEMENT:
COUNTY AUDITOR TAX STATEMENT

No delinquent taxes due and transfer entered this _____ day of _____, 20____.

Polk County Auditor, State of Minnesota

COUNTY TREASURER TAX STATEMENT:

I hereby certify that all taxes for 20____ on the land described herein are paid.

Polk County Treasurer, State of Minnesota

RECORDING CERTIFICATE
COUNTY RECORDER CERTIFICATE
DOCUMENT NUMBER

I hereby certify that this instrument was filed in the office of the Polk County Recorder for record on this _____ day of _____, 20____, at _____ o'clock _____ M, and was duly recorded in Book _____ of _____ on page _____.

Polk County Recorder, State of Minnesota

INSTRUMENT OF DEDICATION

"KNOW ALL MEN BY THESE PRESENTS": That THE CITY OF EAST GRAND FORKS, MINNESOTA the owners and proprietors of the following described property:

Lot 1, Block 4, Greenway Crossing First Addition, to the City of East Grand Forks, Minnesota.

Has caused the same to be surveyed and platted as "GREENWAY CROSSING FIRST RESUBDIVISION" to the City of East Grand Forks and do hereby dedicate to the public, all of the streets and alleys, and utility easements as shown on this plat; the dimensions of which are as designated on the plat.

Lynn Stauss Mayor

Scott Huizenga Administrator

STATE OF _____)
COUNTY OF _____) SS

On this _____ day of _____, 20____, before me, a Notary Public, personally appeared Lynn Stauss, Mayor of the City of East Grand Forks known to be the persons described in and who executed the foregoing instrument, and acknowledged that they executed the same as their free act and deed.

Notary Public, _____ County
State of _____
My Commission Expires: _____

STATE OF _____)
COUNTY OF _____) SS

On this _____ day of _____, 20____, before me, a Notary Public, personally appeared Scott Huizenga, Administrator of the City of East Grand Forks, Minnesota known to be the persons described in and who executed the foregoing instrument, and acknowledged that they executed the same as their free act and deed.

Notary Public, _____ County
State of _____
My Commission Expires: _____

SURVEYORS CERTIFICATE

I hereby certify that I have surveyed and platted the property described on this plat as "GREENWAY CROSSING FIRST RESUBDIVISION", that this plat is a correct representation of the survey, that all distances are correctly shown on the plat in feet and hundredths of a foot, that all monuments will be correctly placed in the ground as designated, that the outside boundary lines are correctly designated on the plat and that there are no wet lands as defined in MS 505.02, Subd. 1 or public highways to be designated other than as shown.

Patrick M. Krug, Land Surveyor
Minnesota Registration No. 47922

STATE OF MINNESOTA)
COUNTY OF POLK) SS

The foregoing Surveyor's Certificate was acknowledged before me this _____ day of _____, 20____ by Patrick M. Krug, Minnesota Registration No. 47922.

NOTE:
IRON REBAR MONUMENTS 12" O.D. x 18" LONG WITH ORANGE PLASTIC CAPS STAMPED "LS 47922" WILL BE SET AT (1) ALL ANGLE POINTS ON THE OUTSIDE BOUNDARY LINES, (2) AT ALL BLOCK CORNERS AND AT ALL INTERMEDIATE POINTS ON THE BLOCK LINES INDICATING CHANGES IN DIRECTION OF THE LINES AND, (3) AT ALL LOT CORNERS.

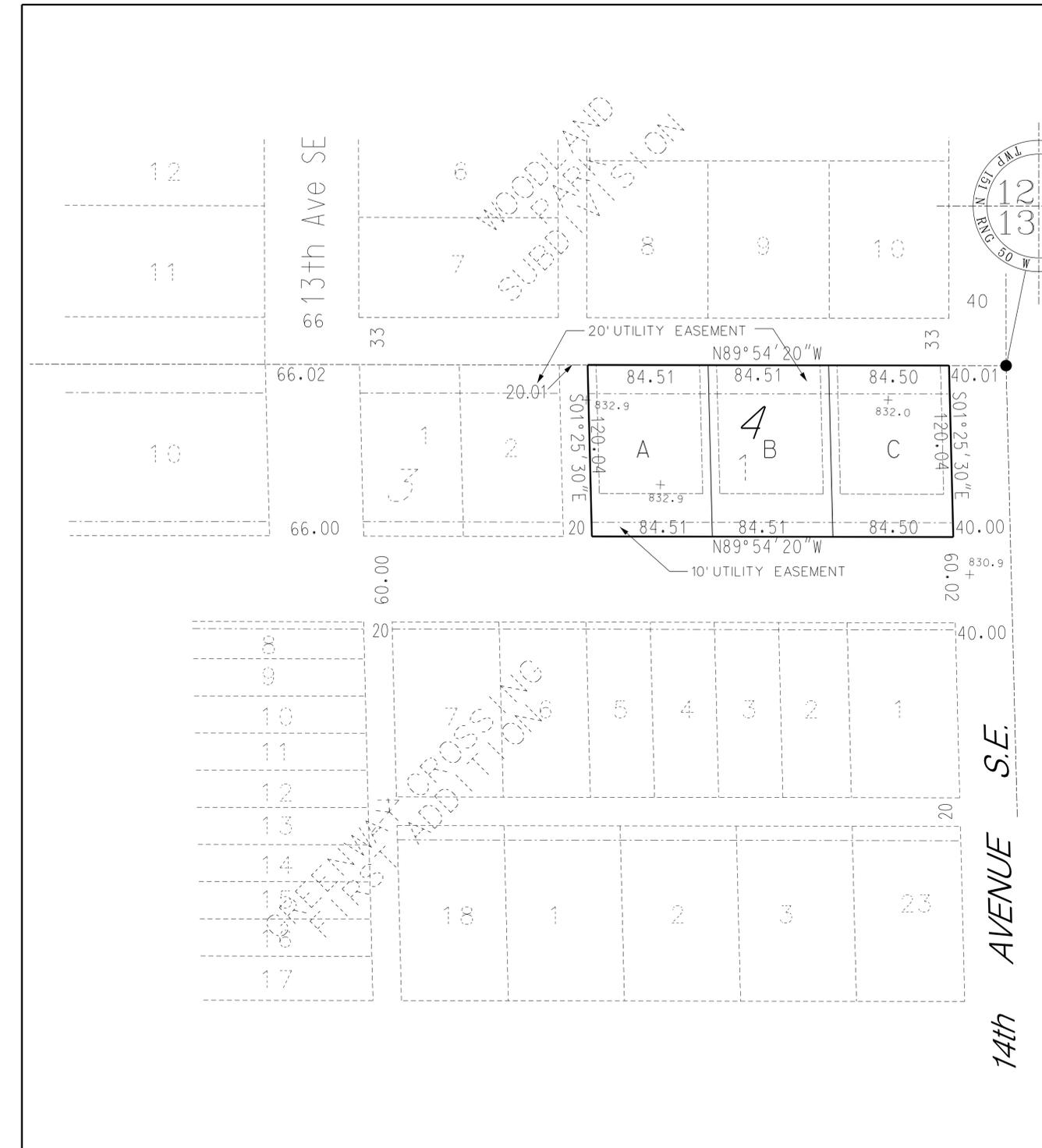
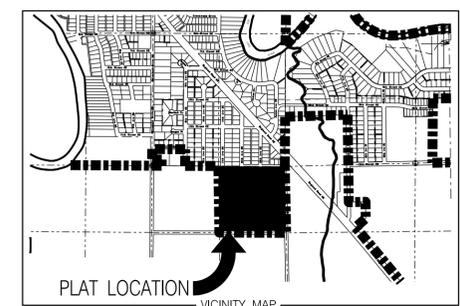
BEARINGS INDICATED ARE ASSUMED, BASED ON THE RECORDED PLAT OF GREENWAY CROSSING FIRST ADDITION TO THE CITY OF EAST GRAND FORKS, MINNESOTA.

Easement Maintenance Statement

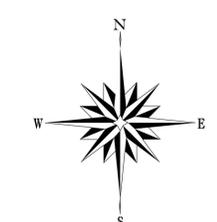
The City of East Grand Forks, Minnesota, its successors and/or assigns, shall have the right to keep all utility easements shown hereon free from common hazards, structures, or other improvements which might endanger such utilities, or which might hinder the City's ability to serve and maintain such utilities.

NOTE: The existing 100 year flood elevation is 832.00. The Flood Boundary and Floodway map for the County of Polk, Minnesota (unincorporated areas), taken from FIRM Community-Panel Number 270503 0100, Dated August 15, 1983. [Panel 100 of 550]

Notary Public, Polk County, MN
My Commission Expires _____



UNPLATTED



LEGEND table with symbols for EASEMENT LINE, SECTION LINE, 1/4 1/4 LINE, NEW LOT LINE, EXISTING MONUMENT, MONUMENT SET (THIS SURVEY), PLAT BOUNDARY, EXISTING LOT LINE, OLD LOT LINE, SET BACK LINE.

GREENWAY CROSSING FIRST RESUBDIVISION being a replat of Lot 1, Block 4, Greenway Crossing First Addition To The City Of East Grand Forks, Minnesota